

# MIKOKO DEVELOPMENT FOUNDATION

## MIKOKO CLUBS MANUAL FOR SECONDARY AND PRIMARY SCHOOLS IN TANZANIA



“Enabling youth learning science through environment”



Development Foundation

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**Club Members Age:** 5 - 18

**Target Beneficiaries:** School Environmental Club Members

**Target Users:** School Environmental Teacher



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This manual prepared by Mikoko Development Foundation (MDF) team to support capacity development to Mikoko Clubs and strengthen ability and activities of School Environmental Clubs through Young Environmental Scientist Program. This book has mainly carry writers and does not reflect the standing of donor.

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## **About Mikoko Development Foundation (MDF)**

**Mikoko** is a Swahili word meaning “**Mangrove**”. Mangroves are productive benthic ecosystems which offer several benefits such as a habitat for some living organisms, building materials, furniture making, filters of pollutants and trapping soil sediments which originates from land and they are also the sources of raw materials for charcoal making. In addition, they protect shorelines from storms and hurricanes, waves, and floods; and also they prevent soil erosion.

Mikoko Development Foundation (MDF) is the entrepreneurship; eco-tourism, education, agriculture and environmental conservation organization with unique programs in Tanzania. MDF is among of the Tanzania top conservation organization, which had invested its efforts and vision in the conservation of mangrove sites in Tanzania through Community Centered Conservation where local people and authorities are the key players in the conservation of natural resources around their places.

With its Headquarters are at Ubungo, Dar es Salaam, MDF has more than 250 leaders in 26 Regions and 150 districts countrywide to organize local youth groups/clubs to develop critical understanding of conservation strategies provided by MDF through Mikoko National Environmental Program.

### **Vision:**

Green Habitable Tanzania with a balanced ecosystem for all living organisms in peaceful co-existence.

### **Mission:**

To engage in partnership for change with all key stakeholders for the implementation of appropriate programs to conserve nature for sustainable development.

## Acknowledgement

On behalf of Mikoko Members MDF – HQ team would like to thanks everyone who participate in the preparation of this club manual and all the contents which are available are intending to support our young adults aged between 5 to 26 love, respect and care the value of nature around him or her self by observing intrinsic and anthropocentric value of biodiversity around his or her given environment.

Thanks to Dr. Leopord Sibomana, Dr. Nyangi C. Telemu, Dr. Reguli Mushy, Dr. Sylvia Ruambo, Mr. Hamisi K. Masasa, Mr. Daniel Raphael, Mr. Nehmia C. Mudara, Mr. Olais K. Raphael, Ms. Leonia L. Tlawi, Ms. Happy Wahuru, Mr. Barnaba A. Buhombe, Mr. Moses Mugisha Vedasto, Mr. Daudi Iliyasa, Ms. Rehema H. Ngubi, Mr. Alenius A. Isaya for their contribution during development of this Mikoko Club Manual, without them MDF wouldn't be able to achieve preparation of this manual.

Special thanks to Mr. Albert Kessy for his gratitude contributions towards development and sustainability of Mikoko Development Foundation and support to MDF – Office expenses at higher amount, on behalf of Mikoko Members, volunteers and staff thanks and God bless him for his kindly support.

Despite of challenges that MDF have been faced since its foundation the aim of this manual is to establish local educators system that will help to serve high number of youth at the same time without living quality of the deliverable that needed to be achieved per youth through Mikoko club.

For the year 2022/2025 MDF aims to facilitate more than 5 million youth through registration of local school environmental teachers on Mikoko Online Digital Platform and facilitate them with free online training and ensure every member is able to participate and benefit

their clubs with a maximum achievement and support to local youth with direct support from Young Environmental Scientist online library found at member's accounts.

Awards and badges are cost sharing benefits to youth who are showing a competitive results and showing the career progress the program will help and facilitate youth become more competent in finding and create possible solutions for their existing problems and challenges at their local communities.

Finally MDF is thanks all parents, guardians, teachers, mikoko members and students who are contributing towards Sustainable Development Goals at their schools and local communities. MDF will continue cooperating with everyone to ensure to ensure better achievement of community development through community philanthropy by Mikoko Volunteers and Young Environmental Scientist Programs.

This manual is the roadmap for starting a Mikoko Club or using mikoko training model to advance or strengthen Environmental “*Mazingira*” Club at our local school for any consultation or additional explanations please contact MDF – HQ through the address found at the top cover of this club manual.

A handwritten signature in black ink, appearing to read "Hamisi K. Masasa".

.....  
Mr. Hamisi K. Masasa  
Secretary General  
Mikoko Development Foundation (MDF)

## Word From the Founder

Dear readers and mikoko members, thanks for your great commitment towards supporting our local communities since we have been together and thanks for your great time you have been committing your selves towards helping and supporting each other towards green habitable Tanzania with a balanced ecosystem for all living organisms a peaceful co-existence and this is among of the great hope we have for our future mother earth.

When we found Mikoko Development Foundation in 2006 with the name Natural Ambassadors of Environmental Life and Education the Voice of Africans (NAELEVA) at Katubuka in Kigoma with my fellow students we believed that “animals will never exist without plants, but plants will exist without animals” us as human communities we have been great part who are contributing to the loss of vegetation and forest cover on the earth surface, this lead to the high loss of biodiversity and increase to the impacts of climate change.

So, we have been committing our selves through team of experts from various fields to ensure we join efforts towards climate change and biodiversity loss through young environmental scientist with the aim of creating youth community who are able to bring solutions to the existing problems at their local communities. Various youth hands-on activities have been formulated that will support youth become key problem solvers through **Science, Technology, Research, Robotic, Engineering, Arts, Mathematics, Scuba or Sports (STREAMS)**.

We thanks different partners who joined us in supporting young adults and youth communities and develop them on physical and mental capacity that will lead them towards peaceful between nature and human communities that we are all seek with assurance of understanding the value of nature and value of human communities towards each other.

Protection and conservation of environment is not easy but if everyone will play his/her role we will contribute towards green habitable environment and achieve the main goal we are all targeting.

Since we changed our name to Mikoko Development Foundation our level of performance have been raise day to day and at the moment we have recorded new ability of serving more than 153,678 members in 26 regions and 150 districts of the United Republic of Tanzania, since 2006 through variety of programs and projects MDF have been implementing to the local communities.

“ It is my responsibility to help nature that supports our lives”

Thanks and wish you all the best



.....  
Mr. Olais K. Raphael  
Founder  
Mikoko Development Foundation

# PART I

## 1.0 About Young Environmental Scientist Program

Apart from serving local communities on environment, health as well as education programs, MDF has mainly focus on impacting young adults and children aged between 5 years to 26 years. Despite of challenges that facing MDF in supporting school based young adults the organization has put forwards a very interactive youth hands-on activities that is enabling and supporting youth programs at school based environment that supports youth to be core part in solving existing challenges at their school environment but the activities that youth participating during the environmental club and its core planned activities impacting his/her future career and passion towards studying and learn science subjects.

Mikoko school based clubs will be able to establish its leadership and elect their club leaders and form groups for action plan and involved through club departments such as i. Planning, Finance & Development, ii. Projects & Community Services, iii. Education, Training & Research, iv. Diving, Biodiversity & Sports, v. Evaluation, Leadership & Consultancy.

Mikoko school club will provide equal opportunities to its members and ensure all gender have fair and equal chances on participating club activities and serve their community around them. Members of Mikoko Club shall ensure they have passion and vision of serving their community members and fellow students towards career and sustainable development.

Every member shall ensure proper communication and operation standards in club activities and all other related programs towards nature and environmental conservation inclusive of gender, education and climate change are core projects in the club, such as greening programs, gender equity and equality and learning science through

environment hands-on activities are taking place in their planning and club day to day programs.

Clubs are operating in school in close consultation of patron/matron at school level and district coordinator has duty to ensure clubs access all required tools for environmental and biodiversity education with equal participation in award winning programs including district, regional and national nature and environmental competitions.

## 1.1 Overall Goal

Continue efforts on using environmental and biodiversity education tools towards promoting science through environment.

## 1.2 Objectives

- i. To design valuable environmental and biodiversity educational tools through integrated Science, Technology, Research/Robotic, Engineering, Arts, Mathematics and Scuba/Sports (STREAMS)
- ii. To contribute to biodiversity conservation in Tanzania through Mikoko Youth Programs.
- iii. Improve methodology of teaching science to youth through environment.
- iv. Support community through youth programs and achieve badges through impact oriented and committed individual.
- v. Register 40+ club members per club who will have free access to learning science related youth hands-on activities online.
- vi. Provide Smart Cards to club members.
- vii. Register teachers who will use the available resources to teach youth science through environmental conservation.
- viii. Encourage club members to pay their membership fees.
- ix. Increase self-confidence and team-building skills to club members.

## PART II

### 2.0 Mikoko Club

#### 2.1 Introduction

Mikoko Club is commonly referred to the same related functions of environmental clubs found at schools and Mikoko is a model used to teach youth science through environment as the model allows youth to participate in hands-on activities at school and empower youth to love science subjects with ability of understanding concepts and solve existing challenges at their local communities.

Mikoko Members expected to become a role model in his or her community with ability of addressing social structure and community problems at a common perspective that will not affect the need of the community but adding value to the existing structure of economy, social as well as cultural and political aspect towards sustainable development in his or her community.



**Photo: Members of Mwandege Secondary School Mikoko Club with their club patron and Mkuranga MDF – District Coordinator**

### **2.1.1 How to start Mikoko Club at your school?**

Hope you love to join Mikoko Network of inspired individuals with passion on environmental conservation while keep evaluating the value of biodiversity and nature in relation to human community needs and wants, Mikoko believes that human needs and wants will never have end until individuals are virtually driven towards understanding the value of nature and human communities in a peaceful co-existence that starts with clear understanding of ones surroundings and value of the existing ecosystem that needs individual and community efforts towards protection and conservation through value, love, respect and care for the benefit of the future generation in relation to sustainable development.

### **2.1.2 Why Mikoko Club is important at your school?**

This is a key question to see how the strategy of Mikoko training model can add value to your school or members of Mikoko Club.

If student join Mikoko Club or Environmental Club and use Mikoko training model will be achieved personal career towards his or her life dream that will help him or her understand his or her environment with the key value and opportunities at the given area. The model is giving a unique chance to our students become competent in science, arts, language and social science subjects that contribute to his or her academic performance with higher level of creativity and innovation according to the existing problems and become problem solver while adding value to the community development strategies.

Despite of achieve student academic performance Mikoko model is also target to add value on Science and Development Strategy in Tanzania through its holistic membership strategy according to the government plans and strategy analysis to achieve national development target by involve individuals become part of the national

plans with efficiency in development plans at the local level operated by the local governments.

Youth Activities with number of hands-on activities will value the academic performance and improve ability of teachers to teach their students science subjects through STREAMS method that will create a room for parents, guardians and teachers to share common interest towards supporting a child or youth become valuable asset in his or her given community.

### **2.1.3 How much is cost to join the program?**

Have a Mikoko Club at your school is totally free but joining the membership benefits for your clubs such as club news to be shared to the monthly program newsletters, youtube programs and other means of communication to the public you will be needed to support MDF run the cost of the program by contribute membership fees as follows and it is not mandatory but it is individual or group member responsibility.

1. Mikoko Club or Group Registration Fees – 20,000/=
2. Mikoko Club/Group Annual Membership Fees – 10,0000/=  
Annually
3. Kuddos Member Fees (5 – 11 Age) – 500/= Annually
4. Mikoko Member Fees (12 – 17 Age) – 1,000/= Annually
5. Naturalist Member Fees (18 – 26 Age) – 1,500/= Annually
6. Adult Member (27+ Age) – 2,000/= Annually
7. Mikoko Group Leader – 5,000/= Annually
8. Trainer Fees (Mikoko Certified Trainer) – 10,000 Annually

Membership fees is paid thorough Mikoko CRDB Bank Account or Lipa Namba by using members identity number through Mikoko App or membership fees web link found on [www.mikoko.or.tz/fees.html](http://www.mikoko.or.tz/fees.html).

No cash is accepted to pay membership fees and group or club is not allowed to use its registration number to pay membership fees despite every member is responsible towards payment of membership dues.

For the members who are below 18 years they have to follow MDF Child Protection Policy and Privacy Policy that members under age of 18 years they must use Mikoko Digital Platform under parental support, so parents or guardians will support their children access the platform information through notifications that will be shared through their emails or phone numbers.

#### **2.1.4 What and Why STREAMS to students?**

Here is the key definition to STREAMS that allows everyone to have a clear understanding of the word it self.

S – Science

T – Technology

R – Research or Robotics

E – Engineering

A – Arts

M – Mathematics

S – Scuba or Sports

If we join the participating activities through hands-on programs this gives a student room for creativity and innovation according to the existing problems in the community while giving a student chance of value personal ability within a group or team and at the end student achieve personal development regarding physical and mental that impacts students academic performance to a given subject.



**Photo: Mwandege Mikoko Club Members who won awards for Climate Change Actors (Awards supported by Vodacom Tanzania Foundation and WWF – Tanzania)**

Example, student might prefer to participate measuring of the area and at the end of the day the given project results to engineering with application of mathematical formula and also engage student into a leadership programs in the club, when it comes to the academic issues it allows young adult to develop ability of understanding class topics through practical sessions given by Mikoko Club at school and allow him or her to win a badge that recognize his or her ability and efficiency in a given field activity.

### **2.1.5 Mikoko Membership**

Become a member of Mikoko Club is too simple the following stages can help your school have Mikoko Club with effective students participation.

#### **i. Explore about Mikoko Club**

Explore on MDF – Young Environmental Scientist program Website found at [www.yes.mikoko.or.tz](http://www.yes.mikoko.or.tz) and learn about the program and its contribution to your school or club members.

ii.

### **Contact MDF for Membership Support**

It is simple just find contacts on the program website dial the numbers and start learn about membership support and learn how you can join our highly motivate programs to benefit your school club members.

iii.

### **Register your club on Mikoko Online Support**

It will take you about less that five minutes to finalize the membership registration for your club and school that will just provide you with an electronic club certificate within 48 hours after your information completed if there is any error in registration process your contact person will be notified immediately.

iv.

### **Register Support for School Environmental or Physical Education Teacher**

This package is found Mikoko Development Foundation – Department of Training and Education that will conduct online training to the registered teacher and allow a school to have full ownership of the program that will benefit a given school in the future extra curriculum activities planning that will benefit more students at a given school.

v.

### **Register your club members**

Individuals or members are important part of Mikoko Development Foundation and its programs hence they are targeted to serve a given communities around them and recognized through award winning strategy. Each member must have his or her Mikoko Smart Card that will help him or her have access to different

membership services provided to every members on digital platform and physical platform.

Club teacher, trainer or parent can register member on the Mikoko digital platform regarding that a person have been empowered by the system to register a member.

Please for more information about membership contact [membership@mikoko.or.tz](mailto:membership@mikoko.or.tz) to get more information or contact your district coordinator for more information accordingly.

**vi. Follow up on membership development and award winning program**

Make sure every member is growing physically and mentally to ensure that every member at a given club get equal opportunity to participate and become awarded accordingly by attending the program activities and achieve a badge or award at the end of each month with participation of program time frame. For more information about the program please contact [yes@mikoko.or.tz](mailto:yes@mikoko.or.tz)

**vii. Recognized from your contribution and impacts**

Become Mikoko member have a right to self-development and recognized from the impacts you made to the community and efforts made towards personal career development.

#### **2.1.6 Members Rights**

- i. Every members are equal in the club
- ii. Every member has a right to access of club and Mikoko Development Foundation information
- iii. Every member has a right to be respected and respect others
- iv. Every Member has a right to participate in club meetings for planning, execute the plan and all decision making process

- v. Every member has a right to become a club leader or participate in leadership programs
- vi. Every member has a right to participate in Mikoko educational programs and win badges and awards

#### **2.1.7 Members Duties & Responsibilities**

- i. Participate in clubs activities and meetings
- ii. Register and pay annual membership fees
- iii. Participate in youth activities including outdoor and award winning programs
- iv. Participate in community services and problem solving at community or school level
- v. Organize and evaluate programs and projects at the club

# PART III

## 3.1 Mikoko Club Management

Club members have rights and access to all information regarding management and decision of club general plan. Club general assembly has the final decision on any arising matter at the club accordingly. Individuals have rights to contribute and vote on any matters arising in the club.

Following this club manual any matter arise must be related to club plans and general overview with full support of individual or members growth physically, emotionally, socially, psychologically as well as economically that target to help club members become self sustenance in the future while supporting their local communities towards solving the existing problems.

Mikoko Club must firstly accepted by the school management and ensure that the head of institution have knowledge and understanding of the programs and the contributions that will be made by the club to the students who will be joining the program.

The club teacher will be promoted to Mikoko Club Coordinator (***Mikoko Supporting Trainer***) only after undergoing Mikoko Training online or physically and online training is free but for physical or field based training will cost a trainer some cost that will help a trainer achieve become **Assistance Naturalist Trainer** or **Naturalist Trainer**. Find the link <http://mncc.mikoko.or.tz/seminars.html> to join Trainer's Session on April, June, September or December. Remember that even science teachers may participate our camps to support them on achieve teaching students science through environment.



**Photo:** Members of Mikoko at Jokate Mwagelo Secondary School during club meeting

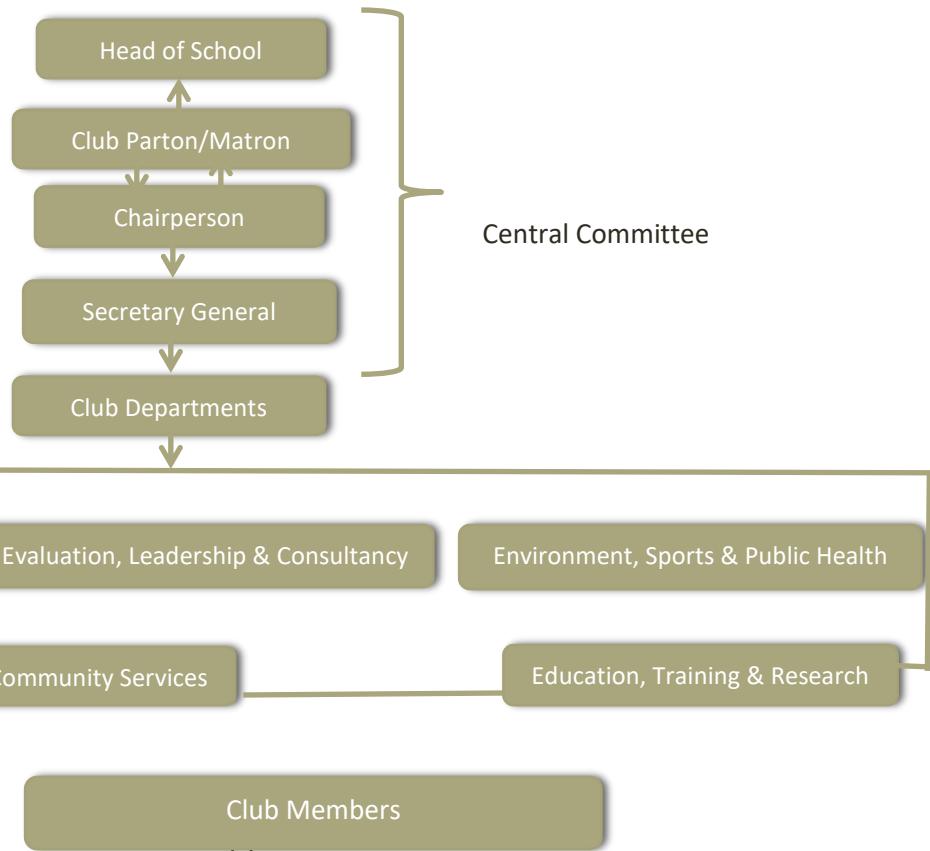
### 3.1.1 Club Leadership

Funds that will be collected from this fundraising event will be directed to the project. No funds will be used out of the intended goals, the report will be open of all who donated their funds to the project and also after release of the online digital platform all donors and supporters will be able to view reports of their donated funds and ensure the use of funds to the committed objective is well utilized to achieve the targeted goal.

Mikoko principles will guide members running of the project and ensure all team members play their role according to their duties and responsibilities.

Mikoko Club must have the following leaders Chairperson, Vice Chairperson, Secretary General, Deputy Secretary General, Treasurer, Club Information Officer and Head of Department with their secretaries.

# Club Leadership Structure



### **3.1.1.1 Head of School/ Head Teacher**

- He/she is the final club decision maker for the issues affect student's affairs at the respective school or education institution.
- He/she will appoint club patron/matron.
- He/she will be informed on the club progress at the school including club plans for the existing or coming years.
- He/she will communicate with club patron or matron on the progress of the club in relation of the student's academic contributions.

### **3.1.1.2 Club Parton/ Matron**

- The head of Institution/ School will appoint club patron or matron.
- He/she has to communicate with club leadership on the year planned activities and projects.
- He/she will be responsible to communicate with MDF – District Coordinator on the need of the clubs.
- He/she will support the club to manage financials including club bank and projects accounts.
- He/she will be responsible to appeal of funds in cooperation with club chairperson and secretary general.
- He/she will be principal club bank signatory.
- He/she is responsible for registering new members on Mikoko Online Platform.
- He/she is responsible for members award winning program at school level.
- Responsible for registering new members on Mikoko online digital platform in collaboration with parents, guardians, club chairperson and district coordinator.

### **3.1.1.3 Chairperson**

- The members will elect him/her during the club annual general assembly meeting.
- He/she is the principal assistance of club patron or matron.
- He/she will lead club meeting.
- He/she is the leader of club projects.
- He/she is the leader in projects and general departmental plans.
- He/she is the official representative of club to other club or official meetings.
- He/she is the leader of inter club communication, exchange and partnership programs.
- He/she is the principal spokesperson of the club issues to the public.

### **3.1.1.4 Vice Chairperson**

- The members will elect him/her during the club annual general assembly meeting.
- He/she will resume duties of club chairperson in the absence of the club chairperson.
- He/she will perform other duties delegated from club chairperson.

### **3.1.1.5 Secretary General**

- The members will elect him/her during the club annual general assembly meeting.
- He/she is the register of the club (*Responsible for recording all club information, meetings and members*).
- He/she will prepare club/group or project progressive report at the club level to the district coordinator after signature of chairperson and club patron/matron.

- Register new members to the club and promote club projects to the public in coordination with department of projects, communication and community services.
- Register members to the club projects and programs accordingly.

### **3.1.1.6 Deputy Secretary General**

- The members will elect him/her during the club annual general assembly meeting.
- He/she will be responsible to prepare monthly and annual club financial report and submit to the club secretary general.
- He/she will be responsible to ensure equal opportunity is provided among members of the club.
- He/she will be responsible for preparation of club action plan in collaboration with department secretaries.

### **3.1.1.7 Club Departments**

Club departments shall have chairperson and secretary appointed by the central committee consisted of Club Parton/ Matron, Chairperson, Vice Chairperson, Secretary General and Deputy Secretary General. The appointment shall consider gender equity and equality that will have a proper leadership participation and personal development towards learning and practice leadership skills.

Club department shall have chairperson and secretary who will be appointed in respective to gender balance. i.e if the chairperson is a boy and his secretary will be a girl and if chairperson will be girl and her secretary will be a boy.

#### **3.1.1.7.1 Department of Planning, Finance & Development**

- Department will have chairperson and secretary appointed by the Central Committee.

- Responsible in club planning and forecasting of the two or three years club strategic planning.
- Responsible in developing yearly basis club action plan in collaboration with deputy secretary general and share to central committee.
- Responsible in managing club finance under central committee.
- Responsible for monitoring and evaluation of club financial performance under the support of club patron or matron.
- Responsible for conducting developmental analysis under the support of club patron or matron.
- Responsible to prepare monthly departmental report based on report quality standard settled by the club secretary.

### **3.1.1.7.2 Department of Projects, Communications & Community Services**

- Department will have chairperson and secretary appointed by the Central Committee.
- Responsible for projects development, planning and implementation.
- Responsible for ensuring public communication and maintenance of mikoko image at the club level is well secured.
- Ensuring every member is aware of club news and information and ensures club news bulletin is in place and circulating to MDF head quarter's weekly publication.
- Responsible for circulating any news that is available at the club email or information kit to the school notice board in collaboration with club patron/matron, secretary and chairperson.

- Responsible for planning community events for school to participate in community services and record time used to support the community needs and record for publicity purposes.
- Responsible for ensuring public is aware of the club activities and invite public figures to participate for the event through club patron/matron and district coordinator.
- Responsible to prepare monthly departmental report based on report quality standard settled by the club secretary.

### **3.1.1.7.3 Department of Education, Training & Research**

- Department will have chairperson and secretary appointed by the Central Committee.
- Responsible for planning monthly or weekly educational programs based on STREAMS model.
- Responsible for planning training day camps at the club level in collaboration with club patron/matron and district coordinator.
- Responsible for recording how many members achieved badges and awards and handle the list to the club patron/matron.
- Responsible for preparations of the club area at school area for learning purposes, and ensure members learning manual are available at club patron/matron office accordingly.
- Responsible for prepare monthly research or species assessment at the school compound based on the research programs found at Mikoko educational booklets.
- Promote club members to have regular access Instant School by Vodacom Tanzania Foundation and Mikoko Library by Mikoko Development Foundation through Young Environmental Scientist Program.

- Responsible to prepare monthly departmental report based on report quality standard settled by the club secretary.

#### **3.1.1.7.4 Department of Environment, Sports & Public Health**

- Department will have chairperson and secretary appointed by the Central Committee.
- Responsible for ensuring sports and scuba programs are in place for club and other students to participate equally on weekly, monthly or quarterly basis in collaboration with sports and environmental school teachers through club patron/matron.
- Responsible for ensuring biodiversity and environmental educational learning material are available at the club for member's development.
- Responsible for ensuring club greening programs are in place including planning, mapping and projects implementation.
- Ensure students are aware of safety as well as cleanliness programs at individual and group level.
- Promote safe from harm awareness to club and school members in collaboration with club patron/matron.
- Promote girls hygiene and menstrual education at school level as club project and availability to sanitary pads to the most vulnerable girls who can not afford them during their menstrual period under Mikoko Hygiene Project Quality Standard.
- Responsible to prepare monthly departmental report based on report quality standard settled by the club secretary.

#### **3.1.1.7.5 Department of Evaluation, Leadership & Consultancy**

- Department will have chairperson and secretary appointed by the Central Committee.
- Responsible for monitoring and evaluation of club activities, projects and programs.
- Responsible for leadership quality standards and club disciplinary issues.
- Responsible for setting club projects evaluation quality standards under club patron/matron.
- Responsible for providing consultancy and participate in club research to ensure the projects are well achieved in timely manner.
- Responsible for ensuring simple research reports are available to the school notice board with a proposed solutions on the matter of discussion.
- Responsible to prepare monthly departmental report based on report quality standard settled by the club secretary.

### **3.1.1.8 Club Members**

- All members have equal rights and opportunities to any Mikoko activity, project or program.
- They are responsible for making general club decisions.
- They are all members of general assembly.
- They are responsible for club projects and programs.
- They are responsible for paying individual membership fees.
- They are free to compete for mikoko badges and awards.
- They are responsible for serving their local communities.
- They are responsible for election of club leaders.
- They have responsibility of learning and become competent in academics subjects for career growth.

### **3.1.1.9 MDF – District Coordinator**

- Appointed by the MDF – HQ Board of Directors and report to regional coordinator.
- Responsible to coordinate MDF clubs at the regional level.
- Responsible for registration of new club members in the yearly basis.
- Responsible for ensuring organizational growth at the district level.
- Plan and share district camping programs in close communication with club patron/matron.
- Responsible for evaluation of club projects, financial as well as program development on quarterly basis.
- Coordinate Young Environmental Scientist (YES) Program to the clubs located at a district level.
- Responsible for receive club publications and interclub activities at the district level.
- Communicate clubs activities to regional coordinator and MDF – HQ.
- Perform any other dities assigned by MDF – HQ or Regional Coordinator.

## **3.2 Mikoko Leadership Ethics**

- Good and quality communication among club members.
- Systematic planning and realistic projects.
- Reliable, measurable and flexible club time frame.
- Quick and reliable decision-making.
- Good participatory and analytical progress among team members.

- Good club projects coordination and valuable leadership standards.
- Highly motivated in learning new skills and acquisition of new knowledge based on YES program.
- Frequently monitoring and evaluation of club goals and objectives.
- SMART analysis and expertise in the club projects (*S-Smart, M-Measurable, A-Attainable, R-Realistic and T-Time bound*).

### **3.3 Qualities of a good Mikoko member**

- Mikoko member is intelligent and able to discover new things.
- Is self-motivated and self-control individual.
- Explorative and inquisitive during academic classes outdoor programs.
- Creative and innovative individual.
- Self discipline individual.
- Committed to serve his/her community members.
- Care and responsible for others.
- Security of his/her own properties and other people.
- Motivated to develop his/her self towards life career.
- Able to solve the existing problem and find best solutions.
- Best score in class and outdoor assignments and assessments.
- Have clear information about Mikoko and have nice public appearance and wearing Mikoko uniforms during occasion or club meetings.

# **PART IV**

## **4.1 Club Projects**

### **4.1.1 Club Projects**

Club projects can be of the community services, environmental conservation, education or capacity building, health or entrepreneurship based. Any project must have a target goal to achieve based on SMART analysis and that benefit the needed community at a given area.

A Mikoko project must follow the project quality standard and this can be supported through membership support desk at MDF – HQ that will be available in the membership package for those registered members as well as registered clubs.

The following below might be some of the projects that can be created by the club and implement them accordingly please find the document on how to start mikoko project at your school on our educational webpage found at <http://mikoko.or.tz/education.html> and don't forget to download SDG – Document on our website and how you can plan to contribute towards Sustainable Development Goal at your locality and share your project globally through Mikoko Development Foundation communication platform.

Remember every project in MDF required members to locate and identify SDG contribution made by members and club that will be recognized through Young Environmental Scientist Program found at [www.yes.mikoko.or.tz](http://www.yes.mikoko.or.tz)

#### **i. Climate Change Projects**

##### **Sample Projects**

- a. Tree planting at school.

- b. Write presentation and educational paper on climate change.
- c. Prepare morning speech at morning assembly for school students about climate change.

## **ii. Biodiversity Projects**

### **Sample Projects**

- a. Conduct survey on species at the school compound.
- b. Conduct presentation about biodiversity at morning school assembly about biodiversity.
- c. Write a report about biodiversity and place on school notice board.

## **iii. Environmental Education Projects**

### **Sample Projects**

- a. Conduct educational programs to school students about environment.
- b. Prepare environmental educational paper and place on school notice board.
- c. Prepare a youth hands-on activity for club members.
- d. Conduct award-wining programs at school for students and competitions.

## **iv. Environmental Conservation Projects**

### **Sample Projects**

- a. Prepare a club seedling garden at school.
- b. Conduct greening programs at school in collaboration with school environmental leader.
- c. Conduct school environmental consultancy project for smart school.

**v. Entrepreneurship Projects**

**Sample Projects**

- a. Conduct club garden for vegetables and fruits as income generation project.
- b. Organize club entrepreneurship educational program for school or club students.

**vi. Educational Based Projects**

**Sample Projects**

- a. Support members or students through YES Program.
- b. Organize school STREAMS boot camp.

**vii. Science Based Projects**

**Sample Projects**

- a. Create resolution prototype regarding science studies.
- b. Develop concept paper on species management and identification.

**viii. Creative & Innovative Projects**

**Sample Projects**

- a. Create resolution prototype for mechanics or electrical engineering and show how is useful towards solve the existing problem.
- b. Organize members to create a useful scientific tool in data collection.

**ix. Community Services Projects**

**Sample Projects**

- a. Organize members for beach cleanup.

- b. Establish a project for supporting orphan or elders center in the community.
- c. Purchase exercise books for orphan or single parent student at school.

**x. Renewable Energy Projects**  
**Sample Projects**

- a. Lights management at home and school.
- b. Gas study concept at school.
- c. Renewable energy class for club members.

**xi. Water Resources Projects**  
**Sample Projects**

- a. Wetland management study and study tour.
- b. Water bodies management and policy implementation at the village or street.

#### **4.1.2 Mikoko Club Project Steps**

##### **Step 1: Understand**

At this stage a member has to normally learn about the problem and conduct self-evaluation that will help him/her understand his/her ability towards solving an existing problem. The following are the key hits at the first step of the project development.

##### **a. Self-assessment and understanding**

A member or club has to assess its capacity in terms of financial, cognition or social ability towards implementing a given project that is intending to solve or contribute towards problem solving. Every project member has to be well informed and develop capacity of manage and plan the project in relation to the impacts that the project will make at the end.

Every member has to assess him/her self and ensure that the team has deep knowledge about the capacity of each member including managing the project and sub duties in it to form a teamwork during project development stage.

### **b. Research or problem analysis**

At this stage the team has to identify core perimeters for project study including library referencing and create a room for deep problem analysis that will satisfy the need of the community in relation to the impacts to be contributed by the project. The project has to be measurable by understanding how SMART will help to roadmap or mapping the problem for project development that will help every one in the team share the common understanding.

During a project research all participants must consult club secretary general and club patron/matron in observation of club chairperson and ensure club patron/matron is aware of the project development with key analysis of the contribution of the project towards solving a problem.

It is more important during problem analysis all members to be aware of Sustainable Development Goals (SDG) and ensure the project is categorized according to SDG number and the document for DSG is found on educational weblink found at <https://mikoko.or.tz/education.html> or find at your library found at members account on Mikoko Online Digital Platform.



**Photo:** Mikoko Club member at Jokate Mwagelo Secondary School during planning and assessment of areas for the aim of greening with their club patron and environmental school teacher.

### **c. Screening and Selection**

Project screening is very important hence it supports a member or project management to understand about the capacity of the project to solve the existing problem and will contribute at what capacity.

Select the good methodology of implementing the project please find the project selection and documentation on our library found at members accounts.

Consult your club patron or matron for more information about formulating a project.

## **Step 2: Act**

At the second step members are advised to take full responsibility towards plan and manage the implementation of the project as at the end of the project the action will be determined by the efforts and commitment made by the project members. The following are the highlights found at second step of the project.

### **a. Discussion and Scoping**

Open room for project members to finalize any other needed activities and sub activities to ensure the project are well implemented and achieved at the club level and school level. Scope on the geographical coverage of the project and total number of project beneficiaries who will be affected by the project results

### **b. Project or Activity Implementation**

At this stage team leader has to make sure that every team member has a duty to perform and in the project and each project activity must have a result to achieve that is measurable with time bound.

### **c. Results & Reporting**

At this stage the team members has to ensure that each activity has been reported accordingly and at the end the results has to be measurable and reported in numbers such as how many people served by the project and what have been provided by the project and expected impacts have been well achieved? And the report has to show the target have been achieved by what percentage.



**Photo:** Mikoko Club members from Jokate Mwagelo Secondary School presenting their project during Mikoko Nature & Environmental Camp 2022 at Mkuranga District.

### **Step 3: Celebrate**

After the project results are well organized the team member has to celebrate of the achievement they made and present the results in front of the school assembly or club general meeting also ensure that every member of the team has participated in public presentation.

### **Step 4: Share**

The project members has to ensure that the project results are well shared to the public and every member participated in the project as well as having a showcase in terms of pictures that shows project phases with a great achievements.

Showing like Before, During and After with some simple details at each stage and this will be a very good enough if the club will

share on the school social media pages and tag @mdftz for more shares and tags to reach many as it can be, the photos and other media can be shared to [et@mikoko.or.tz](mailto:et@mikoko.or.tz) and they will be available to Mikoko Newsletter that shared to people globally who can be interested to work with your club.

### **Step 5: Win Award or Badge**

Mikoko Development Foundation through Young Environmental Scientist has designed a systematic award winning programs based on environmental education that support youth and children to learn science through environment. Find more interesting badges at <https://yes.mikoko.or.tz>.



**Photo:** Member of Mikoko Club at Jokate Mwagelo Secondary School receive award for Climate Change supported by Vodacom Tanzania Foundation and WWF Tanzania (**From right is the Deputy Head of School, second is MDF – Kisarawe District Coordinator and third is the MDF - Director of Community Services and Partnership**)

## PART V

### 5.1 Membership Achievement and Progressive Sheet

All badges and award available at <https://yes.mikoko.or.tz> Contact: [et@mikoko.or.tz](mailto:et@mikoko.or.tz)

Duration	Engagement Level	Scores	Badge & Award	Link
35 Weeks	Lower Primary	360 Points	Member's + Community + Adventure Badge	<a href="#">Open Program Page Here</a>
35 Weeks	Upper Primary		Impala + Mikoko + Elephant Award	<a href="#">Open Program Page Here</a>
35 Weeks	Ordinary Secondary		For Advance + Ordinary Level, they qualify for project planning and evaluation.	<a href="#">Open Program Page Here</a>
35 Weeks	Advance Secondary			<a href="#">Open Program Page Here</a>

Would you like to become Mikoko Naturalist Trainer? Contact us now via email [et@mikoko.or.tz](mailto:et@mikoko.or.tz) we will send you a copy of trainer's manual or help your school environmental teacher become Naturalist Trainer who can help convert your school environment into nature laboratory. **We Love Nature as we Live in Nature.**





**Photo:** ©Nature & Environmental Youth Award @2022

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